



600.13 Logs and Shift Reports

Number Series: 600 - Corrections Division

Sheriff's Approval: Digital

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600.13-1 Policy

Jail staff will maintain logs and journals to cover all routine activities and unusual occurrences occurring during a tour of duty. This procedure will provide a documented reference to any incident or disciplinary action, admissions and releases, and entry and exit of all facility visitors, which may occur during the course of any given shift.

600.13-2 Administration Records

- I. Administrative staff shall maintain written records of the following:
 - A. Staff on duty
 - B. Inmate population count
 - C. Inmate admissions and releases
 - D. Shift activities
 - E. Visitor register log to record entry and exit of attorneys, officials, other visitors
 - F. Emergencies
 - G. Unusual occurrences
- II. Non-administrative staff members shall maintain the following written records:
 - A. Shift reports recording routine, emergency situations, and unusual incidents.

600.13-3 Jail Activity Logs (Jail Log, Smart Cop)

- I. Jail Activity Logs shall contain, at a minimum, the following information:
 - A. The initial entry shall be by the shift reporting for duty, and will list the Deputies reporting by proper legal name and I.D. number, and will also list any deficiencies noted during the cell inspection and inmate count upon assuming the post. The initial entry will also note any specific happenings of major importance, which were ongoing at the time of the shift change (i.e., cell shakedown, medical emergency).
 - B. Accounting of post equipment, logs, and keys, as required for the post. The entry should state that the equipment has been accounted for or is missing. If equipment is not accounted for an Incident Report shall be written and forwarded to the supervisor.
 - C. All routine activities will be recorded, such as:
 1. Observation and security checks by post Deputies and other staff members.

2. Names of supervisors entering the Control Room or housing area.
 3. Names of contract health care staff and purpose for entering housing unit.
 4. Clothing, linen and bedding exchanges.
 5. Entry and exit of food carts.
 6. Start and finish times for recreation, television, cleaning activities, and other scheduled activities.
 7. Inmate movement in/out of housing area, recording purpose for inmate exit.
 8. Inmate counts.
- D. All serious or unusual events occurring during the shift will be recorded in the Jail Activity Log using narrative form consisting of: time, area, people, happenings, and results in brief and concise form.
- II. On-coming shifts shall be required to read the Jail Activity Log to become aware of special occurrences and routine activity at their assigned post. Information to be passed on to the next shift must be documented in the log as well as passed on verbally.
- III. Supervisors shall review the Jail Activity Log at least once per shift.

600.13-4 Control Book

A journal (*Control Book*) shall be maintained in each Control Room, which shall be utilized to document all pertinent information, which is to be passed on to the oncoming shifts.

- I. Deputies shall review and sign the *Control Book* at the beginning of each shift.
- II. Supervisors shall review and sign the *Control Book* at least once per shift.

600.13-5 Shift Reports

The following forms will be used by Corrections staff to record routine, unusual occurrences, and emergency situations:

- I. Memorandum
- II. Incident Report
- III. Minor Rule Violation Resolution
- IV. Pre-hearing or Administrative Segregation Order
- V. Report of Force Used
- VI. Work Order
- VII. Emergency Inmate Movement
- VIII. Housing Audit
- IX. Notice of Disciplinary Action

600.13-6 Records and Documentation

- I. Proper, accurate documentation is the only way to defend litigation filed against the Sheriff and his staff.
- II. The following is a partial list of required records:
 - A. Staff conduct
 - B. Staff training
 - C. Facility safety and sanitation inspections
 - D. Admissions
 - E. Releases/transfers
 - F. Inmate classification

 - G. Inmate clothing issue

 - H. Inmate personal property inventory

 - I. Unusual occurrences

 - J. Cell checks

 - K. Meals served

 - L. Quality of food

 - M. Use of force

 - N. Recreation

 - O. Inmate complaints/grievances

 - P. Inmate legal correspondence

 - Q. Visitation

 - R. Medical treatment

 - S. Religious activities

 - T. Misconduct and disciplinary actions

 - U. Housing assignments

 - V. Inmate programs and program attendance

 - W. Security inspections

- X. Contraband
- Y. Administrative/disciplinary activities
- Z. Staff on duty
- AA. Inmate population
- BB. Shift activities
- CC. Entry/exit of physicians, attorneys, and other visitors

REFERENCES

State/Federal Regulations:

Florida Model Jail Standards

FCAC:

N/A

PREA:

N/A

Forms:

Memorandum
Incident Report
Minor Rule Violation Resolution
Pre-hearing or Administrative Segregation Order
Report of Force Used
Work Order
Emergency Inmate Movement
Housing Audit
Notice of Disciplinary Action
Jail Activity Log

Other Policy/ Procedure References:

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